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**LEXICON**

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**for**

**Community Services Block Grant Funded Programs**

**and a CLASSIFICATION OF CSBG SERVICES**

**for use in the FY 2007 Survey of the**

**CSBG Information System**

**October 2007**

## **INTRODUCTION**

This LEXICON was first prepared in 1984 and revised annually.

Every publicly-funded program develops its own "language" from federal, state, and local legislation, regulations and the day-to-day operations of programs. This LEXICON contains words and phrases commonly used by state and local managers of Community Services Block Grant (CSBG) funded programs. It lists over 200 terms and acronyms in alphabetical order, and defines them.

The most important subset of the LEXICON are the terms and definitions of the Classification of CSBG Services. It describes specifically the major categories of services established by the CSBG Act and over 70 subcategories of services often funded through or in conjunction with the CSBG.

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**Act**

See **CSBG Act**.

**Adult Basic Education (ABE)**

ABE or GED Instruction, including preparatory classes for a high-school equivalency certificate General Education Degree (GED). List in Service Category 2 in Section E.

**Adult Work Experience**

Projects for adults, such as displaced homemakers, providing work experience to assist them in obtaining full-time, unsubsidized employment. List in Service Category 1 in Section E.

**Advocacy**

See **Brokerage/Advocacy**.

**Agency**

An organization receiving a CSBG grant or contract from a state or territory.

**Aging Programs**

See **Elderly Projects**.

**Alcohol Abuse**

Preventative classes, seminars or presentations on alcohol abuse; list in Service Category 9 in Section E. Crisis intervention to individuals abusing alcohol or to the families of alcohol abusers; list in Service Category 5 in Section E. In- or out-patient treatment of substance abuse; list in Service Category 9 in Section E.

**Allocation**

Funds appropriated by the U.S. Congress for the CSBG and distributed by the Secretary of HHS to states, territories and Indian tribes according to section 674 of the CSBG Act. A state's CSBG allocation is its share of the annual federal CSBG appropriation. This amount equates to the CSBG funds expended by a state in any fiscal year only when the carry-over from the previous fiscal year, the planned carry-forward into the next fiscal year and the state appropriations for CSBG, if any, are also factored in.

**Allotment**

CSBG funds from a state's allocation distributed by the state CSBG administering agency to eligible local entities and discretionary grantees in accord with established state procedures consistent with the CSBG Act. Also known as CSBG substate allotment.

**Alternative Education**

Non-school education projects for school dropouts; list in Service Category 2 in Section E.

**Alternative Energy Installations**

Installations of non-fossil, non-resistance energy sources such as solar window collectors, greenhouses, solar hot water heaters and other residential applications of low-cost alternative energy devices; list in Service Category 3 in Section E.

**Apartment Locator Aid**

List in Service Category 4 in Section E.

**Assurances**

To receive its annual allocation of CSBG funds, each state's Governor must submit an application to the Secretary that, among other things, "certifies" or provides "assurances" that the state will comply with 24 specific conditions contained in the CSBG Act. The conditions are listed in Sec 675(b) (1 assurance), 675(c)(1) (12 assurances), 675(c)(2) (2 assurances), 675(c)(3) through (12)(10 assurances), 675(d) (2 assurances).

**Assurance Plan**

The application of a Governor to the Secretary for the state's allocation of CSBG funds shall contain, among other things, a plan with provisions describing how the state will carry out the required assurances, and this plan shall be made available for public inspection and easy review and comment. From Sections 675(d)(1) and (2) of the CSBG Act.

**Available Income**

See **Better Use of Available Income**.

**Battered Women's Shelters**

Temporary shelters and counseling for battered women. List in Service Category 5 in Section E.

**Better Use of Available Income**

One of 10 categories of CSBG services, listed under the Income Management category in Section E of the survey. From Sec 675(c) of the CSBG Act: "(1) use the funds available under this subtitle -- (B) to provide activities designed to assist low-income participants including the elderly poor -- (iii) to make better use of available income."

**Brokerage/Advocacy**

Projects to increase awareness of identified needs of the poor. List in Service Categories 1 (employment), 2 (education), 3 (income management), 4 (housing), 5 (emergency service), 6 (nutrition), and 7 (linkages) in Section E.

**Budget Counseling**

Counseling clients on family budgets. List in Service Category 3 in Section E.

**C.O.G.**

Councils of Government: local regional bodies that may be eligible entities.

**Canneries/Self-Help Production**

Construction or operation of community canneries, or other projects to assist low-income families in preserving fruits, vegetables, and meats. List in Service Category 6 in Section E.

**Car Pools**

Projects organizing car pools and van pools to save money commuting to work or shopping; list in Service Category 3 in Section E. Car pools to access jobs should be listed in Service Category 1 in Section E.

**Career Development**

Training, workshops or courses for employees to qualify them for promotion to a more responsible position. Career development for staff of local CSBG operators. List in Service Category 1 in Section E.

**Case Management**

A system which helps clients to achieve self-sufficiency through comprehensive education, goal-oriented action, etc. under the guidance of a trained professional. List in Service Category 8, unless crisis intervention case management, which should be listed in Service Category 5.

**Categories of Service**

One of eight (8) divisions in Section E taken from the CSBG Act, plus self-sufficiency, health and other, used in the Community Services Block Grant Information System.

**CDBG**

The Community Development Block Grant. Participation in preparation of applications from local governments for CDBG funds. List in Service Category 4 in Section E.

**Child Abuse**

Intervention to prevent child abuse. List in Service Category 5 in Section E.

**Classes**

General instructional or educational classes for low-income persons; list in Service Category 2 in Section E.

**Clothing**

Donations of; list in Service Category 5 in Section E. Emergency payments for; list in Service Category 5 in Section E.

**Community Action Agency (CAA)**

Any organization officially designated for fiscal 1981 as a community action agency or a community action program under the provisions of section 210 of the Economic Opportunity Act of 1964 as amended. Private, nonprofit CAAs must have tri-partite boards of directors, consisting of one-third public officials, at least one-third representatives of the poor, and the remainder from the private sector pursuant to Sec. 675(c)(3) of the CSBG Act.

**Community Center**

See **Neighborhood Centers**.

**Community Development**

Community or neighborhood economic development projects run by local CSBG operations separately, or as joint ventures with private enterprise or local governments. List in Service Category 7 in Section E.

**Community Food and Nutrition Programs (CFNP)**

Community nutrition programs authorized under the CSBG Act.

**Community Organization (general)**

Comprehensive, multiple-purpose projects of local CSBG to mobilize community resources to meet a range of difficulties preventing low-income citizens from attaining self-sufficiency. List in Service Category 7 in Section E.

**Community Organization (targeted)**

Projects to mobilize community resources to meet the needs of low-income persons, in either of the following six areas: Employment (Service Category 1); Education (Service Category 2); Income Management (Service Category 3); Housing (Service Category 4); Emergency Services (Service Category 5); or Nutrition (Service Category 6).

**Community Outreach (general)**

Activities of local CSBG operators to insure that low-income citizens are aware of the range of services available to them, and of anti-poverty efforts in general. Can include funding for units of local CSBG operators that recruit volunteers and coordinate their activities, organize community meetings, coordinate special activities such as crime prevention campaigns, or conduct on-going needs assessments. List in Service Category 7 in Section E.

**Community Outreach (targeted)**

Projects of local CSBG operators insuring that eligible participants are aware of available services in any of the following six categories; list in CSBG services Parts 1 (Employment), 2 (Education), 3 (Income Management), 4 (Housing), 5 (Emergency Services) or 6 (Nutrition).

**Community Participation**

One of three strategies for providing CSBG services. From Section 675(c)(1) of the CSBG Act: "(B) to provide activities designed to assist low-income participants including the elderly poor -- (vii) to achieve greater participation in the affairs of the community."

**Congregate Meals**

Programs that provide on-site meals for the poor and the elderly. List in Service Category 6 in Section E.

**Consumer Co-ops**

Projects organizing consumer cooperatives or buying clubs, to stretch available income. List in Service Category 3 in Section E.

**Consumer Education**

Providing workshops, classes or counseling on consumer education issues. List in Service Category 3 in Section E.

### **Corporation for National Service**

The Corporation for National Service is a public-private partnership that oversees three national service initiatives—AmeriCorps (AmeriCorps\*VISTA and AmeriCorps\*National Civilian Community Corps), Learn and Serve America, and the National Senior Service Corps (Foster Grandparent Program, Senior Companions Program, and the Retired and Senior Volunteer Program—RSVP).

### **Counseling**

Community Action Agencies provide many different forms of counseling, please list them as follows: Crisis Counseling in Service Category 5; Educational Counseling in Service Category 2; Family Counseling and Comprehensive Case Management in Service Category 7 or 8; Home Ownership Counseling in Service Category 4; Credit Counseling in Service Category 3; Housing Counseling in Service Category 4; Individual Counseling in Service Category 7; Job Counseling in Service Category 1; Nutrition Counseling in Service Category 6.

### **Crafts**

Classes or instruction of a general educational nature. List in Service Category 2 in Section E.

- Skill training to enable trainees to obtain a job or supplement their income. List in Service Category 1 in Section E.
- As business or income-generating projects run by CSBG operators; list in Service Category 1 in Section E.

### **Credit Counseling**

Counseling to low-income individuals about personal credit. List in Service Category 3 in Section E.

### **Credit Unions**

Organization of credit unions in low-income communities for low-income workers. If organized solely or substantially by CSBG operators list in Service Category 3 in Section E. If organized jointly with other community groups: list in Service Category 3 in Section E.

### **Crisis Hot Line**

Telephone counseling to individuals in crisis. List in Service Category 5 in Section E.

### **Crisis Intervention**

Intervention in emergencies such as those resulting from child, spouse, alcohol or drug abuse. Can also include mediation in case of utility shut-offs or in cases where loss of benefits from programs such AFDC or Food Stamps could cause family emergencies. List in Service Category 5 in Section E.

**CSBG Act**

Title VI (B) of the Omnibus Budget and Reconciliation Act of 1981, U.S. Public Law 97-35.

**CSBG Mission**

From Sec. 675(c)(1)(A) of the CSBG Act: "to provide a range of services and activities having a measurable and potentially major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem."

**CSBG Purpose**

From Sec. 672(a) of the CSBG Act: "The Secretary is authorized to make grants in accordance with the provisions of this subtitle, to States to ameliorate the causes of poverty in communities within the state."

**CSBG Services**

There are eight categories of services contained in the CSBG Act -- Employment, Education, Better use of available income (income management), Housing, Removing obstacles and problems which block the achievement of self-sufficiency, Emergency Services, Nutrition and Linkages with other programs.

**CSBG Strategies**

There are three strategies for providing CSBG services contained in the CSBG Act -- private sector involvement, program coordination and community participation by the poor. Also, see individual listings of the three.

**DOE/WAP**

The Low-Income Weatherization Assistance Program of the U.S. Department of Energy.

**DOT (U.S.)**

The federal Department of Transportation.

**Day Care and Child Development**

Child care/or classes frequently providing both child development instruction and support for working parents. List in Service Category 2 in Section E.

**Dental**

See Medical/Dental screening. List in Service Category 9 in Section E.

**Direct Service Projects**

The provision of any of an array in Section E directly to low-income individuals. Contrast with Non-Service Projects.

**Disaster Relief**

Emergency assistance to victims in a community as a result of natural disasters or large scale accidents. List in Service Category 5 in Section E.

**Displaced Homemaker**

Organizing a support group of displaced homemakers (women returning to the workforce from being a full-time homemaker, usually the result of divorce or death of spouse). List in Service Category 1 in Section E.

**Donated Goods/Services**

Organizing or providing donations of food, clothing, furniture, wood and other fuels and professional services to help families and individuals meet one-time emergencies or recover from natural disasters. List in Service Category 5 in Section E. List donations to homeless persons in Service Category 5.

**Drug Abuse**

Preventative classes, seminars or presentations on drug abuse; list in Service Category 9 in Section E. Intervention or treatment of substance users can be listed in Service Category 9 in Section E.

**Economic Development**

See **Community Development**.

**Education**

One of eight categories in Section E or programs. From Sec. 675(c) of the CSBG Act: "(1) use the funds available under this subtitle -- (B) to provide activities designed to assist low-income participants including the elderly poor -- (ii) to attain an adequate education."

**Education Counseling**

Providing counseling and guidance to low-income youths and adults about their educational aspirations and opportunities. Can include counseling to high school dropouts, and to youth seeking scholarships to college or technical school. List in Service Category 2 in Section E.

**Elderly Projects**

Includes multi-purpose or miscellaneous projects that are primarily for the poor who are elderly (employment or hot lunch projects, even if exclusively for the elderly would be reflected in the Employment and Nutrition categories, respectively.) Can include such projects specifically for seniors as support for multi-purpose senior centers, recreation, consumer, health, homemaker, companion and other services for the elderly; information, referral or outreach projects; costs of sponsoring Foster Grandparent or R.S.V.P. programs; CSBG resources used to amplify or supplement Older American Act programs run by local CSBG operators; etc.. List in Service Category 7 in Section E.

**Eligibility, Participant**

The poverty line "... shall be used as a criterion of eligibility in community service block grant programs." quoting from Sec. 673 (2) of the CSBG Act.

**Eligible Entity**

From Section 673(1) of the CSBG Act: "any organization officially designated a community action agency or a community action program under the provisions of section 210 of the Economic Opportunity Act of 1964 for fiscal year 1981, or which came into existence during

fiscal year 1982 as a direct successor in interest to such a community action agency or community action program and meets all the requirements under section 675(c)(3) of this Act with respect to the composition of the board, unless such community action agency or community action program lost its designation under section 210 of such Act as a result of a failure to comply with the provisions of such Act. The term "eligible entity" also includes any limited purpose agency designated under title II of the Economic Opportunity Act of 1964 for fiscal year 1981 which served the general purposes of a community action agency under title II of such Act, unless such designated agency lost its designation under title II of such Act as a result of a failure to comply with the provisions of such Act, any grantee which received financial assistance under section 222(a)(4) of the Economic Opportunity Act of 1964 in fiscal year 1981, and any organization to which a State applied for and received a waiver from the Secretary under Public Law 98-139 made a grant under this Act in fiscal year 1984."

**Emergency Aid, Other**

List miscellaneous emergency services in Service Category 5 in Section E. See also Donated Goods/Services.

**Emergency Cash Assistance**

One-time payments to families or individuals to help them meet emergency needs for shelter, food, clothing, fuel, etc. List in Service Category 5 in Section E.

**Emergency Loans**

Short-term loans to families or individuals to help them meet emergency needs for shelter, food, clothing, fuel, etc. List in Service Category 5 in Section E.

**Emergency Services**

One of eight categories in Section E or programs. From Sec. 675(c) of the CSBG Act: "(1) use the funds available under this subtitle -- (B) to provide activities designed to assist low-income participants including elderly poor -- (v) to obtain emergency assistance through loans or grants to meet immediate and urgent individual and family needs, including the need for health services, nutritious food, housing, and employment related assistance."

**Employment**

One of eight categories in Section E or programs. From Sec. 675(c) of the CSBG Act: "(1) use the funds available under this subtitle -- (B) to provide activities designed to assist low-income participants including the elderly poor -- (i) to secure and retain meaningful employment."

**Employment-Generating Joint Ventures**

Participation with private enterprise or local government in community projects that will provide an agreed-upon number of jobs for low-income citizens. List in Service Category 1 in Section E.

**Employment-Generating Projects**

Businesses, services or projects supported or run by local CSBG operators to provide new job opportunities for low-income persons. Can also include part-time income-enhancing projects such as establishing produce markets to sell the excess from community gardens. List in Service Category 1 in Section E.



**Energy Conservation**

Residential Energy Conservation Workshops or Public Information: Energy Conservation. List in Service Category 3 in Section E.

**English Classes**

Instruction in English-as-second-language. List in Service Category 2 in Section E.

**Ex-offender: Employment**

Projects to assist former inmates of prisons or correctional facilities find jobs. List in Service Category 1 in Section E.

**Ex-offender: Multi-Purpose Projects**

Comprehensive projects to assist former inmates of prisons or correctional facilities with employment, housing, educational, motivational and community acceptance difficulties. List in Service Category 7 in Section E.

**Family/Individual Counseling**

One-to-one sessions with multi-problem families or individuals by certified counselors. List in Service Category 7 in Section E. If providing long-term, professional case management services organized to remove obstacles to self-sufficiency over time, then list in Service Category 8.

**Family Planning Classes**

Classes, instruction or presentations on family planning. List in Service Category 9 in Section E.

**Farmworkers**

Direct support for, including membership fees of CSBG Council operators. List in Service Category 1 in Section E.

**Farmworker Employment**

Projects of local or state CSBG operators to find work for, or improve the working conditions of migrant, seasonal and other farmworkers. List in Service Category 1 in Section E.

**Feeding Programs for the Homeless**

Food programs for both transient and indigenous homeless persons. Depending on the source of funds, list in Service Category 5 in Section E.

**FEMA**

U.S. Federal Emergency Management Administration.

**Fiscal Year (FY)**

Any twelve-month period designated by the State. A year beginning on October 1 and ending on September 30 is the standard fiscal year of the federal government and of numerous state governments.

**Food**

Donations of; list in Service Category 5 in Section E. Emergency payments for; list in Service Category 5 in Section E. Provision of food; see Nutrition.

**Food Banks**

Assistance to regional Food Banks that support local Food Pantries. List in Service Category 6 in Section E.

**Food Baskets**

Preparation of food baskets for the poor; list in Service Category 6 in Section E. Organization of Thanksgiving or Christmas campaigns to provide food baskets for the poor; list in Service Category 6 in Section E.

**Food Co-ops**

Food-buying cooperatives. As a project to stretch the available income of low-income consumers; list in Service Category 3 in Section E. As a project to provide employment for co-op operators; list in Service Category 1 in Section E.

**Food Pantries/Food Shelves**

Organization or operation of community food distribution outlets for donated foodstuffs, such as dented canned goods and overstocked produce, to low-income persons. Can include assistance to regional food banks for preparation of food baskets for the poor. List in Service Category 6 in Section E.

**Food Processing**

Food preservation projects. List in Service Category 6 in Section E.

**Foster Grandparent**

Use of CSBG resources to provide sites for the Foster Grandparent program. List in Service Category 7 in Section E.

**FTE**

Full-Time Equivalent.

**Fuel Assistance**

Mobilizing donations of fuel in support for LIHEAP or other fuel payments assistance. List in Service Category 5 in Section E.

**Garden Projects**

Assistance with neighborhood or community gardens to improve the diets of low-income families; list in Service Category 6 in Section E. Gardens as income generating projects; list in Service Category 1 in Section E.

**GED**

Instruction for adults or teenagers preparing them to obtain a high school equivalency degree or General Education Degree (GED). List in Service Category 2 in Section E.

**Green Thumb**

A national program to provide part-time employment for older, rural workers in public service projects, funded by Title V of the Older American Act. List Green Thumb worksite expenses in Service Category 1 in Section E.

**HHS**

U.S. Department of Health and Human Services.

**Head Start PACs**

Use of CSBG resources to support the activities of Head Start Parent Advisory Councils (PACs). List in Service Category 2 in Section E.

**Head Start Staff OJT**

Use of CSBG resources for on-the-job training (OJT) projects for Head Start staff, in support of that HHS program. List in Service Category 1 in Section E.

**Head Start Support**

Use of CSBG resources to amplify or supplement the Head Start programs that are run by local CSBG operators. List in Service Category 2 in Section E.

**Health**

Transportation of low-income people to and from medical services, services to assess medical or dental needs, immunization programs, treatment of addictions, services to eliminate disease, injury, malnutrition etc., services for expectant and new mothers and infants, family planning, counseling, information and/or assistance, coordination of health resources.

**Health Screening**

Health screening projects. List in Service Category 9 in Section E.

**Home Maintenance**

Counseling or workshops in home maintenance for low-income householders. List in Service Category 4 in Section E.

**Home Repair/Rehabilitation**

Provision of minor home repair and residential rehabilitation services to elderly and other low-income households. Can include home maintenance workshops. List in Service Category 4 in Section E.

**Homeless Aid/Programs**

Provision of temporary shelter and/or food programs for the homeless. Can include other help, such as clothing, medical care and shelter construction. List in Service Category 5 of CSBG service.

**Homeownership Counseling/Loan Preparation**

Counseling on homeownership for low-income persons, including assistance in completing applications for HUD and the Farmer's Home Administration home loan programs. List in Service Category 4 in Section E.

**Hot Meals**

Preparation and service of hot breakfasts, lunches or dinners to the poor, whether children, adults or the elderly. Includes congregate or home-delivered meals. List in Service Category 6 in Section E.

**Household Financial Counseling**

Counseling and instructing low-income individuals and families in preparing and implementing household budgets, personal credit and general consumer education issues. List in Service Category 3 in Section E.

**Housing**

One of seven categories in Section E or programs. From Sec. 675(c) of the CSBG Act: "(1) use the funds available under this subtitle -- (B) to provide activities designed to assist low-income participants including the elderly poor - (iv) to obtain and maintain adequate housing and a suitable living environment."

**Housing Counseling**

Counseling in landlord/tenant relations, as well as, assistance in applying for rent subsidies and with default/displacement and relocation activities. List in Service Category 4 in Section E.

**Housing Study Groups**

Support for and/or membership on housing study groups or housing commissions. List in Service Category 4 in Section E.

**HUD**

U.S. Department of Housing and Urban Development.

**Immunization**

Support of immunization programs and/or for providing immunization. List in Service Category 9.

**Income Tax Counseling**

Assisting low-income individuals and families to prepare their federal, state, and/or local annual income tax reports, and informing about availability of credits and benefits. List in Service Category 3 in Section E.

**Indian Tribe**

From Sec. 674 (c)(5) of the CSBG Act: "The terms 'Indian tribe' and 'tribal organization' mean those tribes, bands, or other organized groups of Indians recognized in the State in which they reside or considered by the Secretary of the Interior to be an Indian tribe or an Indian organization for any purpose." Indian tribes are eligible to receive a portion of a state's CSBG allocation in relation to their relative populations, upon approval of an annual plan submitted to the Secretary of Health and Human Services.

**Indirect Cost**

A cost that is incurred for a common or joint purpose benefiting more than one cost objective and that is not readily assignable to the cost objectives specifically benefited.

**Information and Referral (I&R)(general)**

As a unit, I&R is the bureau of local CSBG agencies that fields all inquiries about available services and makes referrals to community programs. List in Service Category 7 in Section E.

**Information and Referral (targeted)**

Projects of local CSBG operators to answer inquiries and make referrals to community programs in any of the following CSBG service areas: Employment (Service Category 1); Education (Service Category 2); Available Income (Service Category 3); Housing (Service Category 4); Emergency Services (Service Category 5); or Nutrition (Service Category 6).

**Instruction**

Classes, workshops, tutoring and all instruction except ABE and GED. Includes classes, parenting, alternative education for high school dropouts, craft workshops, etc.. List in Service Category 2 in Section E.

**Interagency Planning & Coordination**

Cooperation in meeting community needs through interagency planning and/or coordination. List in Parts 1 (Employment), 2 (Education), 3 (Available Income), 4 (Housing), 5 (Emergency Services), 6 (Nutrition), and 7 (Linkages) in Section E.

**Intervention**

To ameliorate crises, emergencies or conditions of poverty. See Crisis Intervention.

**Job Banks**

Formation and maintenance of a file of available jobs in a community, to assist low-income job seekers. List in Service Category 1 in Section E.

**Job Clubs**

Voluntary groups of job-hunters helping one another with resume-writing, calling for job interviews, morale building, etc. Include Job Club formation activities in Service Category 1 in Section E.

**Job Counseling**

Periodic counseling of un- or under-employment participants, including help with job hunting skills and organizing job clubs. Can include information and referral activities. List in Service Category 1 in Section E.

**Job Creation**

See **Employment-Generating Projects**.

**Job Fairs**

Fairs to introduce potential employees to potential employers, usually cooperatively sponsored by public schools, Chambers of Commerce, etc. List CSBG support for Job Fairs in Service Category 1 in Section E.

**Job Placement/Development**

Consists of projects to get jobs for low-income persons. Development means finding vacant positions for which employers agree to interview low-income job seekers. Placement includes setting up job interviews for participating job hunters. Can include job counseling and I & R Activities. List in Service Category 1 in Section E.

**Joint Ventures**

Usually, participation of local CSBG operators with private enterprise or local governments in joint projects. Can also include joint training ventures between state and local CSBG operators. List under primary purpose of the project.

**JTPA**

The Job Training Partnership Act (JTPA) is federal legislation (Public Law 97-300) enacted in 1982 to establish programs to prepare youth and unskilled adults for entry into the labor force, and to afford job training to economically disadvantaged individuals and others facing serious barriers to employment who are in need of such training to obtain productive employment. (From Sec. 2 of JTPA.)

**Landlord/Tenant Advocacy**

Counseling or intervention on landlord/tenant disputes, as well as assistance in applying for rent subsidies, with default/displacement and relocation situations, and fair housing. List in Service Category 4 in Section E.

**LIHEAP**

The federal Low Income Home Energy Assistance Program, which has a variety of names in the States.

**LIHEAP Support**

Use of CSBG resources to amplify or supplement either the crisis assistance or fuel payments aspects of the Low Income Home Energy Assistance Programs that are run by local CSBG operators or any other programs to help the poor pay home energy bills. List in Service Category 5 in Section E.

**Limited Purpose Agency (LPA)**

Any organization officially designated for fiscal 1981 as a limited purpose agency (LPA) under the provisions of the Economic Opportunity Act of 1964 as amended. Like a community action agency, a private non-profit LPA must have a tri-partite board of directors.

**Linkages**

As one of three CSBG service strategies contained in the CSBG Act, linkages is synonymous with "coordination." See Program Coordination listing. As used on the title of one of the eight CSBG categories of services, "Linkages with Other Programs" is an abbreviation of "More Effective Use of Other Programs."

**Linkages with Other Programs**

One of eight categories in Section E or programs. From Sec. 675(c) of the CSBG Act: "(1) use the funds available under this subtitle -- (B) to provide activities designed to assist low-income participants including the elderly poor -- (viii) to make more effective use of other programs related to the purposes of this subtitle.

**Local CSBG Operator**

An agency or organization that received a subgrant or subcontract of CSBG funds from the state CSBG administering agency to provide CSBG services in a predetermined geographical area, generally at least one local political subdivision -- city, county, parish or township. Includes eligible entities and, when used most broadly, agencies and organizations receiving subgrants or subcontracts of state discretionary CSBG funds.

**Local Government/Local Jurisdiction**

Any general purpose political subdivision of a state that has the power to levy taxes and spend funds, as well as general corporate and police powers.

**Medical/Dental Screening**

Expenditures for physicians', dentists', nurses', paramedics' services in assessing medical or dental service needs. List in Service Category 9 in Section E.

**Memberships**

Membership dues and travel of CSBG operators in organizations or networks that seek solutions to poverty conditions. List in Service Category 7 in Section E.

**Mental Health**

Mental health projects of local CSBG operators. List in Service Category 9 in Section E.

**NACAA**

The National Association of Community Action Agencies. Formerly the National Community Action Agency Directors Association (NCAADA).

**NASCSP**

The National Association for State Community Services Programs, a professional association of state administrators of the CSBG, and the Department of Energy's Weatherization Assistance Program.

**Needs Assessments**

Short-term projects or studies undertaken by local or state CSBG operators to identify and prioritize the needs of low-income citizens eligible for CSBG services. Informal on-going needs assessment. List in Service Category 7 in Section E.

**Neighborhood Centers**

Use of satellite centers by local CSBG operators to provide a variety of services to low-income persons. List in Service Category 7 in Section E.

**Neighborhood Development**

See **Community Development**.

**NGA**

National Governors' Association, the policy, research and technical assistance organization of the nation's Governors.

**Non-Service Projects**

Projects of local CSBG operators designed to overcome the deficiencies that prevent low-income citizens as groups from attaining self-sufficiency. They are directed at the structural causes of poverty in communities, and include interagency planning and coordination, community organization, and brokerage/advocacy projects, as well as joint ventures. Contrast with Direct Service Projects. Also called Indirect Services.

**Nursing Homes**

Cooperation with other agencies in planning for, studying the feasibility of and making applications for grants for nursing homes for the elderly; list in Service Category 4 in Section E. Contributions to joint ventures with local government in financing nursing home construction or maintenance or projects of local CSBG operators taking the lead role in developing or operating nursing homes; list in Service Category 4 in Section E.

**Nutrition**

One of eight categories in Section E or programs. From Sec. 675(c) of the CSBG Act: "(1) use the funds available under this subtitle -- (C) to provide on an emergency basis for the provision of such supplies and services, nutritious foodstuffs, and related services, as may be necessary to counteract conditions of starvation and malnutrition among the poor."

**Nutrition Education and Comprehensive Counseling**

Sustained counseling or education program to individuals or groups about nutrition, diet and food preparation. May include nutrition assessment. List in Service Category 6 in Section E.

**NVRS**

The National Voluntary Reporting System. The annual survey of the uses of CSBG funds by the states from 1982-1984. Renamed the Community Services Block Grant Information System during the FY 1985 survey.

**OCS**

The Office of Community Services, the HHS agency designated by the Secretary to administer the CSBG.

**OJT**

On-the-Job Training. See Head Start Staff OJT; OJT, other; Summer Youth Jobs/OJT and Weatherization Crew OJT.

**OJT, Other**

On-the-Job Training (OJT) projects of local CSBG operators other than Summer Youth, Weatherization Crew and Head Start Staff OJT. Includes adult work experience, youth-in-school work experience, or career development for the staff of local CSBG operators. List in Service Category 1 in Section E.



**Oil Overcharge**

Funds received by the states from oil companies via U.S. DOE Stripper Well decisions of federal Circuit Courts. These funds may be used for a variety of energy-related programs. Also called Petroleum Violation Escrow (PVE) funds.

**Older Americans Act (OAA)**

Use of CSBG resources to amplify or supplement OAA programs run by local CSBG operators. List in Service Category 7 in Section E.

**Outreach**

See **Community Outreach**.

**P.I.C.**

Private Industry Council(s), the local policy councils for the Job Training Partnership Act. See JTPA.

**Parenting Training**

Classes, workshops or other instruction to low-income parents on child-raising skills. List in Service Category 2 in Section E.

**Persons Assisted**

Beneficiaries of, or participants in, CSBG programs or services. People receiving CSBG services.

**Planning**

See **Interagency Planning & Coordination**.

**Poverty Guideline**

"The term 'poverty guideline' means the official poverty line defined by the Department of Health and Human Services based on the poverty threshold determined by the Bureau of the Census. The Secretary shall revise the poverty line annually..." Quoted from Sec. 673 (2) of the CSBG Act. See Eligibility, Participant.

**Primary Health Care**

Direct primary services to eliminate disease, injury, malnutrition, not indirect services such as prevention or education, funded by CSBG. Might include clinic visits, medication or home health care. List in Service Category 9 in Section E.

**Prior Year Report**

Each state must prepare an annual report describing how it met the goals, objectives and needs in the use of block grant funds as identified in the proposed use report prepared for the previous fiscal year, and how funds were targeted to those most in need. From Sec. 1742(a) of the Omnibus Budget and Reconciliation Act.

**Private Sector**

The private sector includes private for-profit companies; private non-profit organizations such as non-governmental health and educational institutions; and independently-managed publicly-owned organizations such as utility companies.

**Private Sector Involvement**

One of three strategies for providing CSBG services. From Sec. 675(c) of the CSBG Act: "(1) use the funds available under this subtitle -- (E) to encourage the use of entities in the private sector of the community in efforts to ameliorate poverty in the community.

**Produce Market**

If designed to get extra income for urban gardeners or farmworkers. List in Service Category 1 in Section E.

**Program Coordination**

One of three strategies for providing CSBG services. From Sec. 675(c) of the CSBG Act: "(1) to use the funds available under this subtitle -- (D) to coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals."

**Program Year (PY)**

Any twelve-month period of a state or local CSBG operator after which its financial books and accounts are closed for audit.

**Proposed Use Report**

Each state must prepare an annual report on the use of block grant funds previously received, including a statement of goals and objectives, information on the types of activities to be supported, geographic areas to be served and types of individuals to be served, and the method of distribution of the funds. The proposed use report shall be made available to local governments and the public for timely review and comment, and its subject to the state legislature's public hearing. From Sections 1742(a) and (b) of the Omnibus Budget and Reconciliation Act.

**Public Information**

Educational or informational activities conducted by the local CSBG operators to inform the general public about the problems and solutions of poverty in their communities. List in Service Category 2 in Section E.

**Public Information: Energy Conservation**

Provision of workshops and forums for the general public on the income savings from residential and other conservation measures. List in Service Category 3 in Section E.

**R.S.V.P. Support**

Use of CSBG resources to provide sites for the Retired Senior Volunteer Program. List in Service Category 7 in Section E.

### **Residential Energy Conservation Workshops**

Workshops for low-income persons on do-it-yourself conservation measures in the home that will save money. List in Service Category 3 in Section E.

### **Results Oriented Management and Accountability (ROMA)**

Results Oriented Management and Accountability (ROMA) is an interagency initiative promoting outcome-based management strategies for community, state, and federal agencies participating in the Community Service Block Grant programs. ROMA was designed by the Office of Community Services' Monitoring and Assessment Task Force (MATF) in response to the 1993 Government Performance and Results Act (GPRA). Local agencies can measure and demonstrate outcomes they have achieved according to the six national ROMA goals established by the MATF.

- **Activity.** Activities are what a program does with its inputs—to fulfill its mission. Examples are sheltering homeless families, educating the public about signs of child abuse, and providing adult mentors for youth. Program activities result in outputs. From *Measuring Program Outcomes: A Practical Approach*, 1996, United Way of America.
- **Benchmarks.** Performance data that are used for comparative purposes. A program can use its own data as a baseline benchmark against which to compare future performance. It also can use data from another program as a benchmark. In the latter case, the other program often is chosen because it is exemplary and its data are used as a target to strive for, rather than as a baseline. From *Measuring Program Outcomes: A Practical Approach*, 1996, United Way of America.
- **Impact.** The direct or indirect effects or consequences of achieving program goals. From *OMB Primer on Performance Management*, 2/2/95.
- **Indicator.** (Outcome) indicators are the specific items of information that track a program's success on outcomes. They describe observable, measurable characteristics or changes that represent achievement of an outcome. For example, a program whose desired outcome is that participants pursue a healthy lifestyle could define "healthy lifestyle" as not smoking; maintaining a recommended weight, blood pressure, and cholesterol level; getting at least two hours of exercise each week; and wearing seat belts consistently. The number and percent of program participants who demonstrate these behaviors then is an indicator of how well the program is doing with respect to the outcome. From *Measuring Program Outcomes: A Practical Approach*, 1996, United Way of America.
- **Input.** Inputs are resources a program used to achieve program objectives. Examples are staff, volunteers, facilities, equipment, curricula, and money. A program uses inputs to support activities. From *Measuring Program Outcomes: A Practical Approach*, 1996, United Way of America.
- **Measure.** The means used for assessing the achievement of objectives. Measures may be quantitative or qualitative, objective or subjective. The particular form of measurement used is dependent on the objective to be measured, the availability of opportunities for measurement and the cost of the measurement process. From *United Way of Cincinnati*.

- **Milestones.** Key accomplishments or threshold points through which project participants must pass if it is to be successful. From Williams, Web & Phillips: Outcome Funding: A New Approach to Targeted Grantmaking.
- **National Performance Indicator.** There are currently 12 national indicators of community action performance. See *Guide to Organizing and Reporting National Indicators of community Action Performance* for more information.
- **Outcome.** The benefits or changes for clients, households, or a community that are produced during or after participation in program activities. From Tennessee: The Guide to Implementing ROMA for CSBG Agencies in Tennessee, Tennessee Department of Human Services.
- **Outcome indicator.** Specific items of information that track a program's successes on outcomes. They describe observable, measurable characteristics or changes that represent achievement of an outcome. From *Measuring Program Outcomes: A Practical Approach*, 1996, United Way of America.
- **Outcome measure.** An assessment of the results, effects or impact of a program activity compared to its intended purpose. From OMB Primer on Performance Management, 2/2/95.
- **Outcome target.** (Outcome) targets are numerical objectives for a program's level of achievement on its outcomes. After a program has had experience with measuring outcomes, it can use its findings to set targets for the number and percent of participants expected to achieve desired outcomes in the next reporting period. It also can set targets for the amount of change it expects participants to experience. From *Measuring Program Outcomes: A Practical Approach*, 1996, United Way of America.
- **Output.** Products of a program's activities, such as the number of meals provided, classes taught, brochures distributed, or participants served. Another term for "outputs" is "units of service." A program's *outputs* should produce desired *outcomes* for the program's participants. From *Measuring Program Outcomes: A Practical Approach*, 1996, United Way of America.
- **Output measure.** A tabulation, calculation or recording of activity or effort that can be expressed in a quantitative or qualitative manner. From OMB Primer on Performance Management, 2/2/95.
- **Performance.** The accomplishment of actions that transform inputs (through a process) to outputs and outcomes. From OMB Primer on Performance Management, 2/2/95.
- **Performance indicator.** A particular value or characteristic used to measure outputs or outcomes. From OMB Primer on Performance Management, 2/2/95.
- **Scale.** An instrument that is used to measure an outcome on a continuum. It is used to show incremental progress, stabilization, or decline. From Tennessee: The Guide to Implementing ROMA for CSBG Agencies in Tennessee, Tennessee Department of Human Services.

## **Rural Development**

USDA Rural Development. Includes Rural Economic Community Development (RECD).

**Rural Water/Waste Water Projects**

Projects of local CSBG operators to prepare applications for rural water and waste water grants for local governments; list in Service Category 4 in Section E. Projects to leverage CSBG funds by providing some start-up costs for rural water and waste water operations; list in Service Category 4 in Section E.

**SSBG**

Social Services Block Grant. U.S. DHHS.

**Scholarships**

Counseling low-income students about educational opportunities. List in Service Category 2 in Section E.

Projects of CSBG operators to provide post-secondary scholarships to low-income students. List in Service Category 2 in Section E.

**School Dropouts**

Alternative education projects for school dropouts. List in Service Category 2 in Section E.

Counseling for individual high school dropouts. List in Service Category 2 in Section E.

**Secretary**

The Secretary of the U.S. Department of Health and Human Services (HHS), designated by the CSBG Act as federal administrator of this block grant.

**Self Sufficiency**

Comprehensive, long-term programs of family development whose purpose is to help clients achieve a set of goals which will result in greater self-sufficiency and will eliminate some of the causes of that family's poverty.

**Seniors**

Individuals aged 55 and over.

**Services**

See **CSBG Services**.

**Shelter for the Homeless**

Temporary shelter for the homeless.

**Skills Training**

Training in skills in which there are immediate or reoccurring job opportunities. Includes training in word processing, welding, and similar skills. List in Service Category 1 in Section E.

**Staff Training/Development**

See **Career Development**.

**State**

"The term 'State' means each of the several states, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Virgin Islands, American Samoa, the Commonwealth of the Northern Mariana Islands, and the Trust Territory of the Pacific Islands." Quoted from Sec. 673(4) of the CSBG Act.

**State CSBG Administering Agency**

The bureau, office or division of state government that is designated by the Governor to operate the Community Services Block Grant in the state. Also called the "State CSBG office" or "State Office."

**State Discretionary Funds**

That portion of a state's annual CSBG allocation that the state CSBG administering agency can use at its discretion to further the purposes of the CSBG Act. It is the amount remaining after deductions of the entitlement for eligible entities (at least 90 percent in FYs 82-84) and state level administrative expenses (not more than five percent). It includes any transfers of funds a state may decide to make to the Older American Act, the Head Start program or the LIHEAP, pursuant to Sec. 675(c)(5) of the CSBG Act.

**Statewide Brokerage/Advocacy Projects**

Projects of state CSBG offices to increase statewide awareness of identified needs of low-income groups. List in Service Category 7 in Section E.

**Statewide Coalitions**

Projects of state CSBG offices to bring together concerned organizations and agencies to study, gather information and recommend solutions to statewide multiple needs of low-income groups.

**Statewide Forums**

Statewide forums or conferences to educate the general public or policy makers about the needs of low-income groups. Forums on specific categories of problems should be listed in Parts 1 (Employment), 2 (Education), 3 (Income Management), 4 (Housing), 5 (Emergency Services), or 6 (Nutrition) in Section E. Forums on multiple issues list in Service Category 2.

**Strategies**

See **CSBG Strategies** (for service provision.)

**Subgrantee**

An organization receiving a CSBG grant or contract from a state or territory.

**Summer Feeding**

Summer feeding programs for children. List in Service Category 6 in Section E.

**Summer Youth Jobs/OJT**

Summer Jobs for low-income young people, providing them income, work experience, and perhaps on-the-job training (OJT). List in Service Category 1 in Section E.

**Summer Youth Recreation**

Projects to involve low-income youth in summer recreational activities. List in Service Category 7 in Section E.

**Surplus Commodities**

Food distributed by the USDA from federally-owned agricultural commodities.

**Temporary Emergency Food Assistance Program (TEFAP)**

CSBG resources to store and distribute surplus USDA agricultural commodities to low-income persons. List in Service Category 6 in Section E.

**Training**

Training for CSBG operators, see Ventures for Better Use CSBG Resources.

**Transportation (Day Care Only)**

Use of CSBG resources to transport children only to day care and child development facilities. List in Service Category 2 in Section E.

**Transportation (Head Start Only)**

Use of CSBG resources to transport only Head Start children. List in Service Category 2 in Section E.

**Transportation (Hot lunches/meals)**

Use of CSBG resources to transport only meals to homebound elderly and other low-income persons. List in Service Category 6 in Section E.

**Transportation (Multi-purpose, Elderly, Rural, Disabled)**

Can include multi-purpose transportation projects that convey participants, young and old, to services, jobs and shopping; or transportation to meet the various needs of the elderly and handicapped; use of CSBG resources to amplify or supplement Section 18 UMTA rural transportation projects, etc.. List in Service Category 7 in Section E.

**Transportation (Planning)**

Participation of local CSBG operators in community planning activities to design or upgrade general purpose community transportation systems. List in Service Category 7 in Section E.

**Transportation (targeted)**

Projects of local CSBG operators to assure that community resources are accessible to low-income participants, in any of the following six areas: Employment (Service Category 1); Education (Service Category 2); Income Management (Service Category 3); Housing (Service Category 4); Emergency Services (Service Category 5); Nutrition (Service Category 6); or Health (Service Category 9).

**Trash Collection**

Organization of a campaign to obtain improved trash collection in low-income neighborhoods or housing projects. List in Service Category 4 in Section E.

**Trash Recycling**

As a job creation or income generating project. List in Service Category 1 in Section E.

**Tutoring**

Tutoring for poor teenagers or adults to assist them to succeed in formal classes, or organization of tutorial cooperatives. List in Service Category 2 in Section E.

**Urban Homesteading**

Support of projects with local government to promote urban homesteading. List in Service Category 4 in Section E.

**USDA**

The federal Department of Agriculture.

**Utility Rate Reform**

Projects to obtain more equitable rates from public utilities for low-income consumers, such as life-line rates for the elderly. List in Service Category 3 in Section E.

**Ventures to Better Use CSBG Resources**

Joint state-local ventures to make a more effective and efficient use of CSBG resources through training and technical assistance to local CSBG operators. List in Service Category 3 in Section E.

**Volunteer Recruitment**

Projects to recruit, train and/or supervise volunteers for multiple community programs for low-income persons. List in Service Category 7 in Section E.

**Waiver States**

States permitted to fund local governments to provide CSBG services upon approval of their applications to the Secretary requesting a waiver of the provision that at least 90% of their allocation be passed through to eligible entities. The fiscal 1983 federal appropriations act (P.L. 97-276) provided that states with 45% or more of their local jurisdictions unserved by eligible entities could apply for a waiver. The '84 appropriations act (P.L. 98-139) provided that only the states receiving the waiver the previous year could reapply. Colorado, Utah and Wyoming received waivers in fiscal years 1983 and 1984.

**Water and Waste Water Projects**

See Rural Water. Support for rural water and waste water construction projects as joint ventures with local government. List in Service Category 4 in Section E.

**Weatherization Crew/OJT**

Use of CSBG resources for on-the-job training (OJT) projects for weatherization crews and staff, in support of the DOE or other Weatherization Assistance Program. List in Service Category 1 in Section E.



**Weatherization Support**

Use of CSBG resources to amplify or supplement the DOE or other Weatherization programs that are run by local CSBG operators, in order to attain greater residential energy savings for low-income families. List in Service Category 3 in Section E.

**WIC Support**

Use of CSBG resources to amplify or supplement the Women, Infant and Children (WIC) nutrition program. List in Service Category 6 in Section E.

**Workforce Investment Act (WIA)**

The Workforce Investment Act of 1998 (WIA) consolidated existing Department of Labor's JTPA employment training programs. WIA authorizes the new Workforce Investment System and establishes the State Workforce Investment Boards with oversight responsibility by the Governors for the local workforce investment boards; establishes the design and required partnerships of the local One-Stop Career Centers and the process for which eligible providers of training and youth activities are identified. Also authorized are the use of the funds for youth activities, adult and dislocated worker employment and training activities; establishment of the local youth council, whose role is to ensure the provision and coordination of workforce investment activities to low income youth in the local area; provides for three levels of services: core services; intensive services; and training.

**Youth**

Individuals aged 12-18.

**Youth Development Programs**

In Section F, Part II, State Resources, include all programs that serve children and youth ages 5-18.

**Youth Recreation**

Full-year and summer youth recreation projects; list in Service Category 7 in Section E.

**Youth Work Experience**

List 8-month or longer work experience projects for in-school youth in Service Category 1 in Section E. See also Summer Youth Jobs/OJT.